

DEPARTMENT OF PUBLIC SAFETY

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

This schedule encompasses the following changes:

- A. The consolidation of the program records retention and disposition schedules for the former Departments of Correction, Crime Control and Public Safety, and Juvenile Justice and Delinquency Prevention.
- B. The removal of all items which were discontinued or whose functions and records were transferred prior to January 1, 2012. These items are listed on the *Items Deleted* attachment.

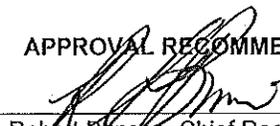
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Safety agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

  
Robert Blinson, Chief Records Officer  
Department of Public Safety

  
William M. Polk, Special Counsel  
Department of Public Safety

  
Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED

  
Reuben F. Young, Secretary  
Department of Public Safety

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

DEPARTMENT OF CORRECTION  
DIVISION OF PRISONS  
MCCAIN CORRECTIONAL HOSPITAL

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

MCCAIN CORRECTIONAL HOSPITAL

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

MCCAIN CORRECTIONAL HOSPITAL

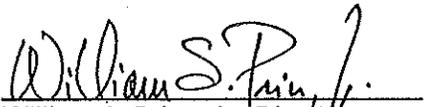
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

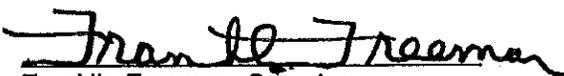
  
Robert Brinson, Chief Records Officer  
Department of Correction

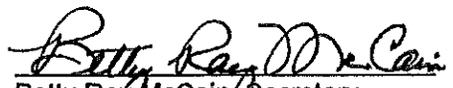
  
Herbert A. Rosefield, Chief of Health  
Services, Division of Prisons

  
Lynn C. Phillips, Director  
Division of Prisons

  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
Franklin Freeman, Secretary  
Department of Correction

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

This schedule was modified as part of the  
creation of the Department of Public Safety.  
Items discontinued or items whose functions  
and records have transferred have been deleted.  
Remaining items are effective January 1, 2012.

December 16, 1994

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DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - DIVISION OF PRISONS  
MCCAIN CORRECTIONAL HOSPITAL

**ITEM 33410. INMATE MEDICAL RECORDS FILE.**

Records concerning inmates treated at the McCain Correctional Hospital. File includes discharge summaries reports, personal histories and physical reports, physicians' orders and progress notes, consultation reports, laboratory and radiological reports, diet orders, medication administration reports, nurses notes, and other related records. (Comply with G.S. 8-53, Communications between physician and patient; Goble v. Bounds, 13 N.C. App. 579, aff'd, 281 N.C. 307 (1972) (prison records are confidential and are not subject to inspection by the public or the inmate); and 5 NCAC 2D.0601 (b) (medical records may not be released except with the written consent of the person to whom such records pertain) This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 6 years after inmate is discharged or transferred. Records will be held for agency in the State Records Center 10 additional years and then destroyed.